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- Pictures on home page (sizing)
- Link to other pages (homework, notices, pdf)
- Active vs. Inactive pages
- Smilebox

By far the two most requested topics are the

- 1- inserting of images on a page and
- 2- uploading a document and pointing or linking to it.

### **Uploading and Inserting Files**

Let's say you have taken pictures of a bulletin board or projects that your students have done, and you want to tell people about the project. Your teacher pages allow you to publish images or documents that you have uploaded to your teacher account. To move images and documents from your desktop or laptop to your teacher account follow these instructions:

#### **Step 1: Resize Images**

Image files tend to take up lots of computer space. Since the file storage space in your account is set at 5MB, it is strongly recommended that you modify images before upload, making them smaller files. Images need be no wider than 460 pixels and with resolution no better than 72 dpi. You can make such changes to image files using software such as PixResizer (If you do not have this software on your computer, please submit a ticket in BigWeb for an install) or Microsoft Office Picture Manager, which is a part of Microsoft Office 2007.

#### **Step 2: Upload to Server**

**Uploading:** On the My SchoolCMS Tools page under **Additional Tools** find

**Upload /Manage Files**

**Go !** button:

Click on the **files** or **pictures** folder depending on the type of file you want to upload.

Once inside that folder, click on **Browse** to locate the file on your computer's hard drive and then click

**Upload**

Depending on the file's size it may upload very quickly or somewhat slowly. Be patient.

Appropriate File Types:

Images (.jpg, .gif files)

Word Processing, Text Files, HTML files (.doc, .txt, .html)

Spread Sheet, Acrobat Document, (.xls, .pdf)

### Step 3: Inserting Files into teacher pages and lessons

Once a file (an image, a word processing document, a spreadsheet, etc...) is uploaded into your file or pictures folder you can insert it into a page of your choosing immediately.

To do this go to the My SchoolCMS Tools page and select a page to insert the file into.

Once you have selected the page click in the Main Page Text area where you want the image to appear. Then locate the "Insert/Edit Image" button on the formatting toolbar.

This is the picture icon!



### IMAGES ON A PAGE

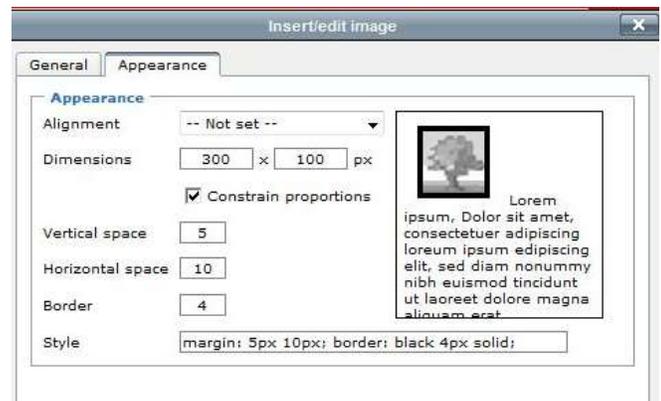
*The best width for an image that is placed on your homepage is 300 pixels wide.*

A picture this size will fit

to the left of the scrolling news boxes, and NOT overlap the text.

To resize the image, click on the image, while in the editor, and then click on the picture icon in the tool bar. A window will open, you will see the *GENERAL TAB* and the *APPEARANCE TAB*. Select the *APPEARANCE TAB*. This is

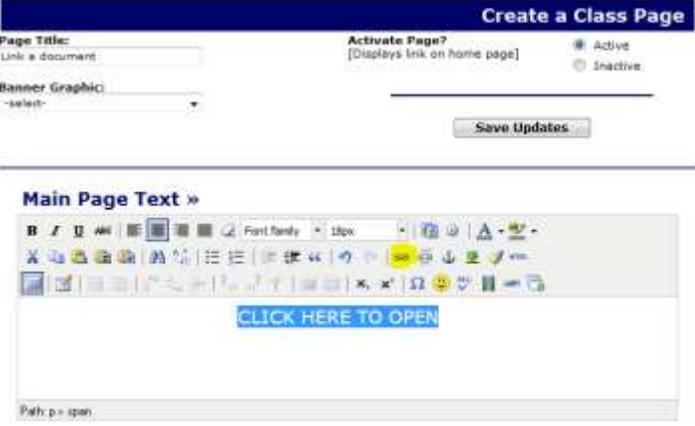
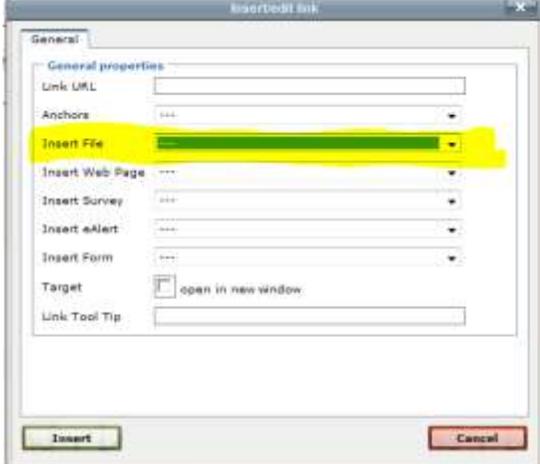
where the picture's attributes are found, and where you can change:



- **Alignment** (typically you would select left or right)
- **Dimensions** are displayed by width and height (Be sure the **CONSTRAIN PROPORTIONS** box has been checked. This is where you want to enter the width of 300 in the first box, and then **HIT THE TAB KEY**. This will automatically make the height proportionate.
- **Vertical space** - This will give you space above the picture. Put a value of 25 in the box, and watch the preview on the right change.
- **Horizontal space** - This will put a little bit of 'white space' between your picture and text.
- **Border** - This will place a black border around your image. The higher the number, the wider the border.
- **Style** - This is advanced HTML, and is filled in when you place values in the fields above.



## HOW TO LINK TO A PAGE THAT YOU UPLOADED

<p>Open the webpage you want to put the link on.</p> <p>You can use WORDS or a Picture to link to another page. For simplicity we will use 'CLICK HERE TO OPEN'</p> <p>Highlight the words, "CLICK HERE TO OPEN"</p> <p>Go to the tool bar, and click on the chain link</p> 	
<p>Click on Insert File to select the file you want to link to from the dropdown.</p> <p>Once the file is selected, hit the INSERT button.</p> <p>To insert a link to a page on the site, go to INSERT WEB PAGE and pick from the list.</p> <p>Once the file is selected, hit the INSERT button.</p>	

## Resources:

All resources for Teacher Websites can be found off the NPS District site.

Go to Staff Resources → Teacher WebPages

There are links to the past newsletters.